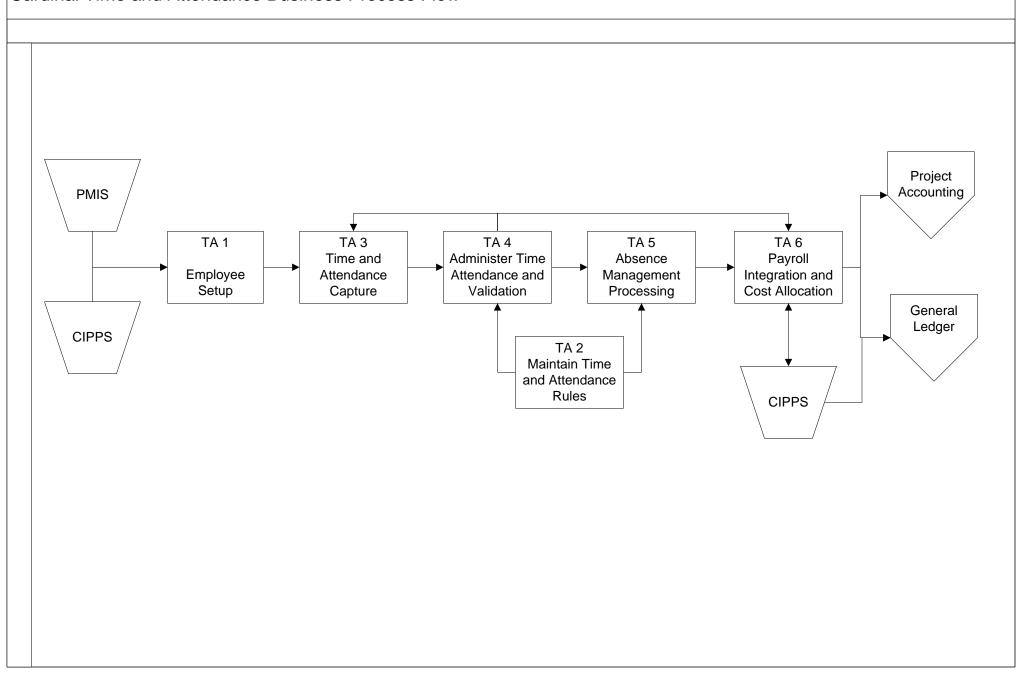
#### Cardinal Flowcharting Standards Represents a process step that is performed within the Indicates point at which the process begins. Does PeopleSoft system. Step Start not represent any activity. Description Indicates point at which the process ends. Does End Represents a batch process within the PeopleSoft system. not represent any activity. Batch **Process** Represents a document of any kind, either Document Represents a process or step that is performed manually or Operation electronic or hard copy outside of Cardinal. Outside Cardinal On-Page Connector. Used to avoid complex Represents the possible outcomes of a decision or analysis overlapping connector lines or to continue a Χ that took place in a step immediately preceding. Decision process on a subsequent page. Connectors are Outcome labeled with UPPER CASE letters. Inter Process Connector. Used to connect steps Ε between business processes. Connectors are Represents an entity (person, organization, etc.). **Entity** labeled with UPPER CASE letters. Used only when necessary to show the source of Name important information.

#### Cardinal Time and Attendance Business Process Flow



Time and Attendance Employee Setup Business Subprocess Flow TA 1.1 TA 1.2 TA 1.3 TA 1.4 Create and Enroll Create and Start End Maintain **Employee** Create Maintain Employee as a Time and Maintain Access Control Data Schedules Reporter and Security

